

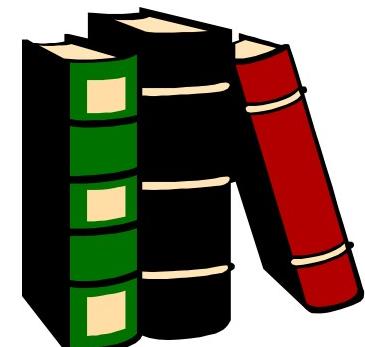
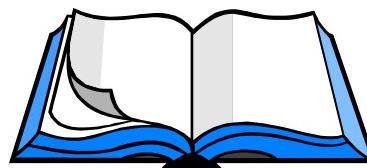
# **HR FOR NEW SUPERVISORS:**

## **MANAGEMENT-EMPLOYEE AND LABOR RELATIONS**



# OVERVIEW

- **Performance Management**
- **Attendance and Leave**
- **Taking Corrective Action**
- **Labor Relations**



# YOUR ROLE AS THE SUPERVISOR

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## Responsibilities:

- ◆ **COMMUNICATE** employment policies and conduct/performance expectations.
- ◆ **MAINTAIN** morale among employees.
- ◆ **MOTIVATE** conformance to acceptable standards of conduct and performance.
- ◆ **CORRECT** conduct or performance deficiencies.

# **YOUR ROLE AS THE SUPERVISOR**



## **Guidelines:**

- ◆ **Merit System Principals, 5 USC 2301(b).**
- ◆ **Prohibited Personnel Practices,  
5 USC 2302 (b).**
- ◆ **MSPB - held to a higher standard.**

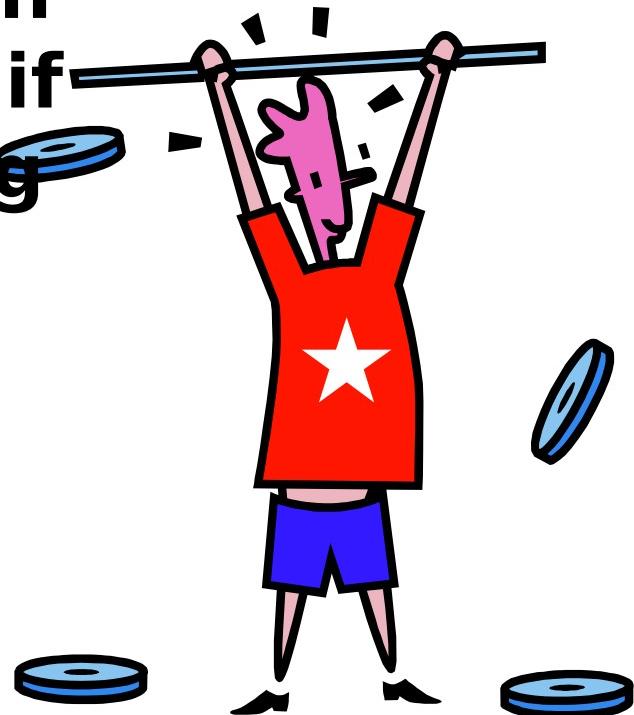


**WE BUILD TOO MANY WALLS AND NOT ENOUGH BRIDGES”**

Sir Isaac Newton(adapted)

# **Exercise: You're the Supervisor**

**Instructions: read each sentence and indicate if the supervisor is acting appropriately by answering yes or no.**



- ▶ After work you invite your subordinates out for a drink.
- ▶ You have heart to heart talks with your employees about their personal relationships and about their job performance.
- ▶ You comment on your subordinates clothing.
- ▶ You invite certain team members out to lunch to discuss advancement opportunities.
- ▶ You approve training requests for your subordinates because they deserve time away from work.